

SOUTHFIELD PUBLIC SCHOOLS
PURCHASING OFFICE - John W. English Administrative Center
Martha Ritchie, Purchasing Manager
Cindy Martin, Secretary (248) 746-8518
24661 Lahser Road
Southfield, MI 48033 Fax (248) 746-8812



SOUTHFIELD PUBLIC SCHOOLS

**Invitation to Bid
Printers**

The Southfield Board of Education invites you to submit a bid to furnish printers at eighteen district locations.

All bids are to be delivered the lobby of the J.W. E. Administration Building, Southfield Public Schools, 24661 Lahser, Southfield, MI 48033 attn: Martha Ritchie, Purchasing Manager. Bids are to be in a sealed envelope clearly marked: "Printer" and returned no later than 2:00 p.m. EST, Thursday, Nov. 13, 2008 at which time bids will be opened and publicly read. Bids must be submitted on the official Form provided. The Board reserves the right to reject any and all bids. Late bids will not be accepted. A 5% bid security bond will be required.

5% Bid Bond: A certified check or bank draft payable to Southfield Public Schools, or a satisfactory bid bond executed by the bidder and a surety company in the amount equal to not less than five percent of the maximum bid amount shall be submitted with each proposal.

Each bid shall be accompanied by the Familial Disclosure Statement in compliance with MCL.380.1267. The bid proposal must be accompanied by a sworn and notarized statement disclosing Familial Relationship that exists between the bidder or any employee of the bidder and any member of the Board of Education of the School district, or the Superintendent of the School district. The School district will not consider a bid Proposal that does not include this sworn and notarized Disclosure Statement.

INSTRUCTIONS TO BIDDERS AND BID CONDITIONS

1. Bids are due and will be publicly read Thursday, November 13, 2008 at 2:00 p.m. in the lobby area of the J.W.E. Administration Building, 24661 Lahser, Southfield, MI 48033.
2. Bids are to be submitted on official form in sealed envelopes, clearly marked: "Printers."
3. The Board reserves the right to reject any and all bids either in whole or in part, to reject a Bid not accompanied by the required bid security of or any other data required by the Bidding Documents or to reject a Bid which is any way incomplete or irregular and to waive informality or waive any part thereof.
4. Any questions to be directed the Purchasing Manager, Martha Ritchie, (248) 746-8518. Bids to remain firm for sixty days.
5. Southfield Public Schools is exempt from Michigan sales tax and most Federal taxes. Exemption certification information appears on all purchase orders issued by the District.
6. All respondents are required to completely inspect the project site prior to submitting a proposal in order to determine all requirements associated with this Request For Proposal. Failure to do so shall not relieve the successful vendor from the necessity of furnishing and installing, without additional cost to the district, any material and equipment or performing any labor that may be required to carry out the intent of the resulting contract.
7. All respondent to this Request for Proposal must submit with their proposal a list of current and past clients where similar service has been performed. References should include: name, address, telephone number and contact of account.
8. Any licenses or permits that may be required to perform any of the work or provide any equipment anticipated by this request for bids shall be obtained by and at the expense of the service provider. Evidence of any required licenses or permits shall be provided to the School District upon request. Any fines or penalties levied by any governmental entity for conduct by the service provider in connection with the work contemplated by this request for bids shall be paid for by the service provider.
9. 5% Bid Bond: A certified check or bank draft payable to Southfield Public Schools, or a satisfactory bid bond executed by the bidder and a surety company in the amount equal to not less than five percent of the maximum bid amount shall be submitted with each proposal.
10. The successful Bidder shall provide a Performance Bond and a Labor and Material Payment Bond covering the faithful performance of the Contract and payment of all obligations arising there under, each in the amount of one hundred percent (100%) of the contract amount. The cost of such bonds shall be included in the Bid.
11. Southfield Public Schools will not be held responsible for any costs incurred by vendors for work performed in the preparation and production of a quote or for any work performed prior to the issuance of a contract.
12. In addition to cost, the District will weigh the skills, past performance, ability to provide comprehensive services, and ability to provide post installation support when considering award of contract.
13. Once received, the bid becomes the sole property of Southfield Public Schools.
14. Each bid shall be accompanied by the Familial Disclosure Statement in compliance with MCL.380.1267. The bid proposal must be accompanied by a sworn and notarized statement disclosing Familial Relationship that exists between the bidder or any employee of the bidder and any member of the Board of Education of the School district, or the Superintendent of the School district. The School

district will not consider a bid Proposal that does not include this sworn and notarized Disclosure Statement.

15. Quantities are estimated in the attached specification and the actual number ordered may vary above or below the estimated quantities.
16. Price to include all handling fees and inside delivery to the eighteen locations listed in the specifications. The majority of these locations do not have docks.
17. Vendor to supply new equipment only.
18. Specifications: There shall be no deviation from the specifications set forth on the bid proposal form. All items offered are in strict compliance with these specifications and the successful bidder will be held responsible therefore. The District will consider only Dell and HP laser printers. No alternates will be accepted.
19. Award: An award will be made to the lowest total bid, split on an item by item basis or in any manner deemed to be in the best interest of Southfield Public Schools as determined by the Purchasing Manager. Southfield Public Schools reserves the right to reject bids that do not meet specifications. In addition to the cost of the printer, the award will be determined based on the total cost of the printer use. Vendor to complete Appendix A listing cartridge cost, cartridge yield and available cartridge vendors.
20. Familial Disclosure Statement: Each bid shall be accompanied by the Familial Disclosure Statement in compliance with MCL.380.1267. The bid proposal must be accompanied by a sworn and notarized statement disclosing Familial Relationship that exists between the bidder or any employee of the bidder and any member of the Board of Education of the School district, or the Superintendent of the School district. The School district will not consider a bid Proposal that does not include this sworn and notarized Disclosure Statement.

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Scope of Work: Southfield Public Schools is seeking a vendor to furnish and deliver printers to eighteen locations as described:

School	Address	Quantity Model A	Quantity Model B	Quantity Model C
Eisenhower Elementary School	24500 Larkins, Southfield, MI 48033	4	2	1
McIntyre Elementary School	19600 Saratoga Blvd. Southfield, MI 48076	4	3	1
Adler Elementary School	19100 Filmore, Southfield, MI 48075	5	1	1
Bussey Center for Early Childhood	19080 West Twelve Mile Rd, Southfield, MI 48076	1	2	1
Schoenhals Elementary School	16500 Lincoln Drive, Southfield, MI 48076	4	1	1
Leonhard Elementary School	20900 Independence, Southfield, MI 48076	3	1	1
Vandenberg Elementary School	16100 Edwards Ave., Southfield, MI 48076	2	2	1
Stevenson Elementary School	27777 Lahser Road, Southfield, MI 48034	5	1	1
MacArthur Elementary School	24501 Fredrick, Southfield, MI 48033	1	4	1
Thompson Middle School	16300 Lincoln Dr., Southfield, MI 48076	6	1	1
Levey Middle School	25300 W. Nine Mile Rd. Southfield, MI 48033	6	1	1
Birney Middle School	27225 Evergreen Rd, Southfield, MI 48076	9	2	1
Brace-Lederle Elementary School	18575 West Nine Mile Rd. Southfield, MI 48075	11	2	1
Southfield High School	24675 Lahser, Southfield, MI 48033		1	1
Southfield Regional Academic Center	21705 Evergreen, Southfield, MI 48075		1	1
Southfield Lathrup High School	19301 W. Twelve Mile Rd, Lathrup Village, MI 48076		1	1
University High School	24815 Lahser, Southfield, MI 48033		0	0
ITC (Spare Inventory)	24855 Lahser Road, Southfield, MI 48033	6	3	1

Specifications:

Acceptable Models	Minimum Print Speed: Black	Minimum Print Speed: Color	Duplex capability	Connectivity	Accessories
Laser Printers					
Model A: B & W HP 3005 dn HP 4015 dn Dell 1720 dn	30 ppm	N/A	standard	Built-in Ethernet, USB 2.0, Parallel	N/A
Model B: B& W HP 9050dn Dell 5310n Dell 5330dn	50 ppm	N/A	standard	Built-in Ethernet, USB 2.0, Parallel	Extra paper tray
Model C: Color HP4700dn Dell 5110cn	40 ppm	35 ppm	standard	Built-in Ethernet, USB 2.0, Parallel	Extra Paper tray

Warranty: The successful vendor to include a full manufacturer 3 year repair/replacement warranty.

Additional Information: The District is seeking to determine the cost of usage of the laser printers. Please include in Appendix A. page 7 of 7, the average cost of the toner cartridges for each machine bid on, the average pages per cartridge and the names of vendors that supply these cartridges.

**Southfield Public Schools
Official Bid Form: Printers**

The undersigned having familiarized himself with all local conditions to be encountered affecting the cost of the work and examined the contract documents does hereby propose to perform everything required to be performed and to furnish all of the labor, materials, services, equipment and tools necessary to complete the work required in connection with the said, project, in accordance with the contract for:

Base bid- Cost to furnish and deliver 113 printers at eighteen locations: \$_____

Unit pricing:

Model	Unit Price	Base -Bid Quantity	Total Cost for Quantity in bid
Model A: _____		67	
Model B _____		29	
Model C _____		17	

Company Name: _____
Address: _____
City, State Zip _____
Authorized Signature: _____
Name/Title: _____
Phone Number: _____ Fax Number _____
Cellular Number _____ Date: _____

Appendix A:

Additional information:

Toner Cartridge	Unit Price	Average Pages per cartridge	Cartridge Vendors
Model A: _____			
Model B _____			
Model C _____			

Sworn and Notarized Familial Disclosure Statement

All bidders must provide familial disclosure in compliance with MCL 380.1267 and attach this information to the bid. The bid will be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Southfield Public Schools Board of Education of the Superintendent of Southfield Public Schools. The District will not accept a bid that does not include this sworn and notarized disclosure statement.

___ **The following familial relationship exists** between the owner or any employee of the bidder and member of the Southfield Public Schools Board of Education or the Superintendent of Southfield Public Schools.

Owner/Employee Name	Related to:	Relationship
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____

Attach additional pages if necessary to disclose familial relationship.

___ **There is no familial relationship that exists** between the owner and any employee of the bidder and any member of the Southfield Public Schools Board of Education or the Superintendent of Southfield Public Schools.

Bidder's Firm Name _____

By (Signature) _____

Printed Name & Title _____

Subscribe and sworn before me this _____

Seal:

Day of _____, 20__ a Notary Public

In and for Oakland County, _____

(Signature)

NOTARY PUBLIC

My Commission expires _____